



**CHAPTER BYLAWS**  
OF THE  
ALPHA BETA CHI CHAPTER  
OF  
PHI THETA KAPPA INTERNATIONAL  
AT  
PIMA COUNTY COMMUNITY COLLEGE

*Revised March 19, 2013*  
*Amended by chapter vote April 26, 2013*



**CHAPTER 1. Name of Chapter** The name of this chapter of Phi Theta Kappa shall be Alpha Beta Chi.

**CHAPTER 2. Purpose**

The purpose of Alpha Beta Chi chapter of Phi Theta Kappa shall be to recognize and encourage scholarship among Pima Community College students. To achieve this purpose, Alpha Beta Chi shall provide opportunity for the development of leadership and service, an intellectual climate for exchange of ideas and ideals, lively fellowship for scholars, and stimulation of interest in continuing academic excellence. All work done with and for the chapter, including writings, designs and artwork become the property of the chapter.

**CHAPTER 3. Membership in the Chapter**

*Section 1.*

The Alpha Beta Chi chapter shall consist of standard, probationary, enhanced, honorary, provisional, and alumni members. Standard and honorary members are invited to participate in the chapter induction ceremony.

**A. Standard Member:** In addition to meeting membership eligibility requirements as stated in Article IV, Section 1 of the Phi Theta Kappa International Constitution and Bylaws, each candidate for membership must meet the following requirements before induction:

1. be currently enrolled at Pima Community College for at least one credit,
2. have completed 12 semester hours of coursework at PCC with a cumulative grade point average of 3.5 or higher on a 4.0 scale,
3. submit a completed application packet which may include but is not limited to a completed application form, and membership fees,
4. adhere to the school conduct code.

Grades from other institutions will be considered in the determination of membership eligibility. Transfer students must still complete 12 semester hours of coursework at Pima Community College before becoming eligible for membership. Students previously enrolled at any accredited college, who have not taken classes for a period of five consecutive years or more, may request that the older coursework not be considered when determining membership eligibility.

To join the local chapter a Phi Theta Kappa member transferring from another chapter must pay the current Alpha Beta Chi chapter membership fee and provide all information necessary for an advisor to transfer the membership.

A cumulative grade point average of 3.5 must be maintained to remain a standard member. If a standard member's grade point average drops below 3.5, that member will become a probationary member. ]

**B. Probationary Member:** A Probationary Member is any member whose grade point average falls below the requirement of 3.5 on a 4.0 scale. In accordance with article I, section 3 of the Phi Theta Kappa International Constitution and Bylaws, when a member is no longer in good

academic standing, it is his or her responsibility to notify an advisor. A probationary member has one semester to reestablish the required grade point average. If the member fails to do so, Society membership will be revoked. A probationary member may not hold any office or committee chair, and may not be considered for any award.

**C. Enhanced Member:** An enhanced member of this chapter must meet all standard membership requirements in addition to the current Alpha Beta Chi Enhanced Membership program requirements.

**D. Honorary Member:** An individual must meet eligibility requirements as stated in article IV, section 1D of the Phi Theta Kappa International Constitution and Bylaws. Honorary membership in the chapter may be granted to anyone who, in the opinion of the chapter, has rendered distinguished service to Alpha Beta Chi or the community. This membership shall be conferred by a simple majority vote at a chapter Business Meeting. All honorary members shall be privileged to wear the regular Phi Theta Kappa Key and regalia without the requirement of induction. They will be invited to participate in the next induction ceremony.

**E. Provisional Member:** In addition to meeting eligibility requirements as stated in article IV, section 1B of the Phi Theta Kappa International Constitution and Bylaws, any current Pima Community College student who demonstrates a desire to become an active member of the chapter and is in the process of fulfilling the eligibility requirements may participate as a provisional member. A provisional member shall not have the full rights of standard membership until such time as all requirements for standard membership have been met. A provisional member may not hold office, but may chair a temporary committee. Provisional members have no voting privileges.

**F. Alumnus Member:** An individual must meet eligibility requirements as stated in article IV, section 1C of the Phi Theta Kappa International Constitution and Bylaws and be an alumnus of the Alpha Beta Chi chapter. Alumni and alumnae have no voting privileges

#### *Section 2.*

Chapter members and guests are subject to all local, state and federal laws and to all college rules and regulations. Violations shall be handled in accordance with the procedures set forth in the Student Code of Conduct.

### **CHAPTER 4. Chapter Advisors**

#### *Section 1.*

The chapter advisors must be a faculty, administrative appointment or staff member of Pima Community College.

#### *Section 2.*

In addition to carrying out the duties as stated in the Phi Theta Kappa International Constitution and Bylaws, chapter IV, section 5, the chapter advisors shall be responsible for but not limited to:

- A. upholding the code of conduct as set forth by Pima Community College, promoting and maintaining high levels of professionalism, collegiality, integrity and respect for themselves and others, and supporting the students in the pursuit of these standards, as well as learning and practicing personal accountability,

- B. assisting members and officers to achieve the goals that they have established for themselves and the chapter,
- C. overseeing the reporting of new members and payment of fees to Phi Theta Kappa Headquarters,
- D. act as liaisons between chapter and College administration at the campus and District levels,
- E. assist with the recruitment of members,
- F. when possible, accompany Alpha Beta Chi members on out-of-state and/or out-of-town travel,
- G. maintain communication with each other regarding Alpha Beta Chi business,
- H. coordinate officer elections with the Vice-President,
- I. assist in the development and implementation of the chapter's, and the Society's, programs,
- J. assist the officers in maintenance of all chapter records,
- K. provide leadership and organization in officer orientation and training,
- L. attend organization meetings and activities,
- M. review and approve organizational goals and objectives for submission to the college each year in cooperation with the chapter officers,
- N. work with their respective campus Student Life Coordinators to ensure that all college policies are followed and that all organization activities are communicated to the appropriate authorities,
- O. have signature authority along with the chapter Treasurer on financial matters,
- P. work with the Officer Team to determine the number of fee waivers awarded each semester for new members,
- Q. work with the Vice-President of Membership to established criteria and rubrics used in awarding fee waivers,
- R. maintain and update standard operating procedures and responsibilities for the officer positions, and keep them posted on the chapter website,
- S. have the responsibility to veto any chapter decision that is not consistent with the Society's constitution and bylaws, the chapter bylaws, college policies, Student Code of Conduct, and state, local, and federal laws. The chapter may appeal an advisor veto to the AVC for Student Development. The decision of the AVC for Student Development is final.

### *Section 3.*

The number of advisors will include but not be limited to one advisor from each campus, one of whom is chosen from the advisors to serve as the Contact Advisor. The Contact Advisor shall serve as the primary contact person between the Society's Headquarters and the chapter, as well as serve as the liaison between the chapter and AVC for Student Development. The selection of new campus advisor candidates will be in cooperation and consultation with the Campus President at each campus and the chapter Officer Team. The campus president submits his or her choice to the AVC for Student Development for final approval. The final appointment of new advisors shall be the responsibility of the Assistant Vice Chancellor for Student Development.

### *Section 4.*

If an advisor is unable to fulfill his or her duties, or is stepping down for any reason, that advisor shall give written notice to the current chapter Contact Advisor, Chapter President, and Campus

President as soon as possible. The Chapter Officer Team will seek a replacement as soon as possible.

*Section 5.*

If an advisor does not satisfactorily fulfill the duties as set for in Chapter 4, Section 2, or is found to be in direct violation of the Pima Community College Human Resources policies regarding faculty and staff, sufficient evidence must be furnished to the Campus President, who shall present it to the Assistant Vice Chancellor for Student Development. If it is determined that there is just cause for disciplinary action, the AVC for Student Development shall take such action which may include the removal of the advisor from his or her position.

**CHAPTER 5. Officers**

*Section 1.*

All officers must:

- A. be standard members of the Alpha Beta Chi chapter in good standing,
- B. have a minimum cumulative grade point average of 3.5, and
- C. be carrying a minimum course load of six semester credits at Pima Community College during the semesters of their terms.

*Section 2.*

The Officers shall consist of:

President, Vice President, Secretary, Treasurer, Hallmarks Officer, Public Relations Officer, and Membership Recruitment Officer. There shall also be up to six Campus Liaisons, one from each campus. These 13 positions shall constitute the Officer Team.

*Section 3.*

The Officer Team may appoint Alumni Liaisons from alumni associations in the Arizona region. The Alumni Liaisons shall have no vote.

*Section 4.*

The Alpha Beta Chi chapter officers shall:

- A. Implement the policies for the operation of Phi Theta Kappa in accordance with the Society's constitution and bylaws, chapter bylaws, and college policies,
- B. Attend all appropriate meetings as designated by the Officer Team,
- C. Fulfill duties as required by the chapter bylaws,
- D. Maintain open lines of communication at Society, Regional and College levels,
- E. Make regular reports at Business Meetings,
- F. Train successors to their respective positions,
- G. Elicit from the general membership assistance as needed to fulfill the responsibilities of their offices,
- H. Appoint chairs for all committees related to the duties of their respective offices,
- I. Be responsible for chairing planning and special meetings, taking turns, as appropriate,
- J. With the aid of advisors, officers, and members, establish chapter goals centered around the Five-Star Chapter Development Plan,
- K. Collaborate in the writing of the annual regional and international award applications, and

- L. Represent the organization at all times, maintaining the highest standards of professional behavior.
- M. Represent the chapter at all times.

*Section 5.*

The duties of the President shall be to:

- A. Preside over chapter Business Meetings,
- B. Create the agenda for Business Meetings.
- C. Work with the chapter advisor(s) to schedule a meeting of the Officer Team and the College President at least once per academic year to discuss chapter goals, and the implementation of a college project
- D. Work with chapter advisors to schedule and plan the chapter Leadership Development Symposium.
- E. Assist other officers in the fulfillment of their duties, and help as needed.
- F. Establish and appoint necessary committees with the approval of the Officer Team.
- G. Serve as an ex-officio member on all committees.
- H. Vote only in the case of a tie, with the exception of removal proceedings.
- I. Be responsible for helping to plan chapter activities.
- J. Be responsible for working the Public Relations officer and members to publicize chapter events and get members to participate in chapter projects.
- K. Appoint a committee to review the Alpha Beta Chi chapter's Bylaws as needed, and suggest revisions if found necessary.
- L. Work with the Contact Advisor to report new officers to Phi Theta Kappa Headquarters.
- M. Work with the Contact Advisor to complete the Five Star update form for the Five Star program and submit it to the international office per established dates.
- N. Be responsible for such duties and powers as may be assigned by the chapter advisor or general membership.
- O. With the treasurer, prepare a budget each year.

*Section 6.*

The duties of the Vice President shall be to:

- A. Temporarily act in the place of the president in the case of his/her absence or incapacity, or during meetings, while a motion affecting the president is being discussed. When acting in the place of the president, the Vice President shall have all the powers, privileges, duties, and responsibilities of the president's office.
- B. Be responsible for implementing and promoting "Leadership Development Programs" for chapter leaders and chapter members.
- C. Be responsible for planning "Personal Leadership Development" activities for the benefit of chapter leaders.
- D. Assist other officers in the fulfillment of their duties, and help when and where needed.
- E. Assist the Treasurer in fundraising activities for the chapter.
- F. Will succeed to the President if there becomes a vacancy in the Presidency.

*Section 7.*

The duties of the Secretary shall be to:

- A. Be responsible for taking, filing, and posting minutes and attendance of all business and planning meetings, and keeping copies in a notebook that is carried to each business and planning meeting.

- B. Be available to help create agendas for meetings
- C. Share responsibility with Public Relations Officer in documenting chapter functions in print, photography, and video.
- D. Assist Chapter President with daily duties including planning for meetings.
- E. Create and maintain a database of the current, provisional, and alumni members of the chapter from which to draw a mailing and telephone list.

*Section 8.*

The duties of the Treasurer shall be to:

- A. Preside over the Finances committee.
- B. Establish a system to keep accurate financial records of chapter activities.
- C. Keep chapter accounting up to date.
- D. Prepare a monthly financial report to be given at each Business Meeting.
- E. Prepare a year-end financial report that rectifies with the club agency account maintained by the District fiscal analyst who handles club accounts.
- F. Assist officers in preparing financial request portions of their proposals.
- G. Work with an advisor to oversee chapter finances to ensure all necessary paperwork is completed for monetary disbursements.
- H. Oversee all fundraising efforts of the chapter including the silent auctions.
- I. Ensure the chapter has sufficient funds to financially support all submitted funding proposals.

*Section 9.*

The duties of the Public Relations Officer shall be to:

- A. Serve as point of contact for the Liaison Team
- B. Work closely with the Liaison Team regarding public relations at the campuses
- C. Be responsible for communicating information to campus and local newspapers by creating press releases (i.e. sandwich boards, flyers, pamphlets, mass e-mails, etc.).
- D. Be responsible for overseeing the creation and design of the chapter web page with the approval of an Advisor.
- E. Maintain contact with our sister chapter(s).
- F. Responsible for communication with the student body and chapter members via the chapter web site, social media, email, and texting.
- G. Be responsible for creating and posting the chapter newsletter on the chapter web site.
- H. Work in cooperation with the Liaison Team for planning the chapter Founder's Day celebration.
- I. Share responsibility with the Chapter Secretary in documenting chapter functions in print, photography, and video.

*Section 10.*

The duties of the Membership Recruitment Officer shall be to:

- A. Preside over the membership committee.
- B. Be responsible for planning the membership campaign each semester.
- C. Be responsible for planning, scheduling and conducting new member orientations each semester.
- D. Design and/or implement an enhanced membership program.
- E. Secure proper awards for the enhanced membership program.

- F. Keep accurate records of all members' involvement for the enhanced membership program.
- G. Be responsible for publicizing the Enhanced Membership Program.
- H. Be responsible for coordinating new member inductions each semester.
- I. Work with President and Liaison Team to coordinate tables and booths at campus/community events to represent Phi Theta Kappa and recruit members.

*Section 11.*

The duties of the Hallmarks Officer shall be to:

- A. Create and preside over the Hallmarks committee
- B. Work closely with all other officers and coordinators to assure that the hallmark objectives for the academic year are developed and implemented
- C. Implement meaningful activities in general meetings focused around the Hallmarks.
- D. Promote the Honors Study Topic with help from the Advisors and Honors in Action Committee.
- E. oversee the organization and implementation of fellowship activities.
- F. Keep logs of goals and accomplishments by the officers and advisors.
- G. Be Responsible to work with the President and advisors to plan and implement Chapter inductions

*Section 12.*

The duties of the Campus Liaison Team shall be to:

- A. Work closely with the Public Relations Officer
- B. Obtain campus approval for, and post all notices on campus bulletin boards,
- C. Be responsible for maintaining the bulletin board and Phi Theta Kappa Showcase at their respective campuses in cooperation with the Student Life Office and campus Phi Theta Kappa Advisor,
- D. Attend Student Government's regularly scheduled meetings on the liaison's campus,
- E. Work closely with the Membership Recruitment Officer to assist with recruitment, orientation, and induction of new members,
- F. Assist with planning and implementation of chapter activities at their respective campuses.

*Section 13.*

Alumni Liaisons: Alumni Liaisons are to be appointed by the Officer Team. The term of office shall be approximately one year from the date of appointment. The duties of Alumni Liaisons shall be to:

- A. keep the alumni aware of chapter needs and activities,
- B. report on alumni activities and chapter support,
- C. represent the alumni as liaison to the Officer Team,
- D. provide information to members explaining the mission and goals of the existing alumni associations.



## **CHAPTER 6. Selection and Appointment of Officers**

### *Section 1.*

In addition to meeting requirements as stated in Article IV, Section 3 of the Phi Theta Kappa International Constitution and Bylaws, all candidates for office must be members in good standing of the Alpha Beta Chi chapter.

### *Section 2.*

Selections shall be coordinated by the chapter advisors and the Officer Team: Leadership, and shall be held annually. Installation of officers shall occur during the month of May.

### *Section 3.*

Selected officers shall hold office for approximately one year from the date of installment. Officers may not serve more than one term in any office, and may not serve more than two consecutive terms in any capacity as an Officer Team officer. If no eligible candidate comes forward for the position, an officer may continue to serve, pro tem, on a month-to-month basis, until a replacement is found. Pro tem officers will not be reported to National Headquarters as officers because of the temporary nature of the position.

### *Section 4.*

Appointed officers shall serve from the time of appointment until the installation of new officers. Appointed officers shall have the right to run for any Officer Team position. The term of service as an appointed officer shall count as the first year of the potential two terms of service described in *Section 3* above.

### *Section 5.*

If any officer wishes to fill a vacancy on the Officer Team they may resign their current post upon appointment to the vacant office. This person may chair a committee. Any officer who is asked to resign for whatever reason is ineligible to hold another Officer Team position or a Regional or International position.

### *Section 6.*

Members may hold a regional and chapter office in Phi Theta Kappa. Chapter officers may hold up to one additional officer position in any other recognized student organization at Pima College as long as they are not also holding a regional office. If a chapter officer is elected to an international office, he or she must resign as a chapter officer.

### *Section 7.*

The chapter officers shall be selected by a simple majority of voting membership by secret ballot, and the advisors shall count said ballots.

### *Section 8.*

Intent to hold a vote to remove an officer must be announced to the chapter at least three weeks prior to the vote. The officer under consideration for removal must be notified four weeks in advance in writing by certified letter and by email to the officer's college account in advance of the vote and must be given specific reasons for the action. These reasons must be related to the requirements of service as indicated in these bylaws, or Pima Community College Code of Student Conduct, or Phi Theta International Constitution and Bylaws or missing three

consecutive Business Meetings, a special meeting dedicated specifically for the purpose of this vote must be held; this can be called just before or just after a regularly scheduled Business Meeting, or at any time specified by the Officer Team. A three-fourths majority of the voting membership present at said meeting shall be necessary to remove an officer from office. Voting shall be conducted by secret ballot. The ballots will be counted by a minimum of two advisors, working together.

*Section 9.*

An officer must be enrolled at Pima Community College and carry a minimum of 6 credits at the College each semester. The officer must also maintain a minimum cumulative 3.5 grade point average. Failure to meet these requirements will place the officer on immediate academic probation with the chapter and Society. The officer will also be required to immediately resign from office so she or he can focus on studies necessary to improve his or her cumulative GPA.

*Section 10.*

Vacancies in any Officer Team office shall be filled by appointment by the Officer Team, with the approval of the advisors. Any person interested in such an appointment shall fulfill the same requirements as someone seeking election to the position.

## **CHAPTER 7: Committees**

### *Section 1. Committee Meetings and Reports*

A. Active committees should meet as frequently as necessary and send a monthly written report of their activities to the appropriate supervising officer and to the Officer Team Administration prior to the regularly scheduled Business Meeting.

B. When a committee terminates its function, the committee chair must submit a final written report to the appropriate supervising officer, and the committee is then formally disbanded.

### *Section 2. Standing Committees*

There shall be two standing committees of the chapter: Honors in Action Project Committee and College Project Committee.

#### A. Honors in Action Project Committee

- a. The chair for this committee shall be appointed by the chapter President at the first Business Meeting of the calendar year.
- b. A chapter advisor selected by the Officer Team shall as needed work with the committee to help them develop, implement the Honors in Action Project.
- c. The committee shall follow the guidelines in the Honors Program Guide to develop and implement the Honors in Action Project.
- d. The committee shall write the Honors in Action Hallmark Award application for submission to Regional and International Awards competition.
- e. The committee shall work with the Public Relations Officer and Campus Liaisons to promote and publicize all appropriate events related to the Honors in Action Project.

#### B. College Project Committee

- a. The chair of this committee shall be appointed by the chapter President at the first Business Meeting of the calendar year.
- b. A chapter advisor selected by the Advisor Team shall as needed work with the committee to help them develop and implement the College Project.

- c. The committee shall work with the Assistant Vice Chancellor for Student Development to develop and implement the College Project.
- d. The committee shall write the College Project Award application for submission to Regional and International Awards competition.
- e. The committee shall work with the Public Relations Officer and Campus Liaisons to promote and publicize all appropriate events related to the College Project.

## **CHAPTER 8. Meetings of the Chapter**

### *Section 1. Business Meetings*

- A. Business Meetings shall be held not less than once a month.
- B. Business Meetings shall be scheduled by the Officer Team officers and advisors at a planning or other designated meeting. This meeting shall be held prior to the beginning of each semester. The schedule shall be voted on at the first Business Meeting of the semester. Members shall thereafter be notified of the meeting schedule via the chapter web site, e-mail and social media.
- C. Copies of the meeting agenda shall be distributed to each Officer Team member and advisor, posted on the chapter web page, not less than three days prior to the scheduled meeting.
- D. Voting:
  - 1. All officers of the Officer Team are entitled to one vote each, except the President, who may vote only in the case of a tie and in removal proceedings.
  - 2. All standard chapter members attending Business Meetings shall have one vote each.
  - 3. Advisors shall have no voting rights, though they maintain veto rights as outlined earlier in these bylaws.
- E. A majority of officers of the Officer Team shall constitute a quorum. For the purposes of a quorum Campus Liaison members who are present will count toward the quorum, but liaisons who are absent will not count against the total number required to reach a quorum.
- F. Rescheduling of Business Meetings must be done one week before the originally scheduled meeting and posted on the chapter web site and distributed via e-mail and social media.
- G. No action shall be taken by the Officer Team that is contrary to the Phi Theta Kappa International Constitution and Bylaws, Alpha Beta Chi Bylaws and the policies of Pima Community College.
- H. If the chapter votes in favor of an issue that the advisor(s) feel(s) is not in the best interest of the chapter, the advisor(s), as an agent of the college, may veto the vote.

### *Section 2. Meeting Notices*

Members shall be notified at the beginning of the semester of all regularly scheduled Business and Planning meetings. This notification shall occur by e-mail, web page posting, and social media. The Officer Team, or the advisors, may call special meetings. Members must be given at least three days notice prior to the scheduled date of a special meeting.

### *Section 3. Procedures*

The standard meeting guide, Robert's Rules of Order, shall be used as a guide for the protocols and conduct of all chapter business.

## **CHAPTER 9. Finances of the Chapter**

### *Section 1. Revenues*

#### A. Fees

1. Membership fees in Phi Theta Kappa represent chapter fees, regional fees, and international fees. Alpha Beta Chi chapter fees shall be fixed by a majority vote of the membership.

#### B. Receipts from Fundraising Events

1. All receipts from fundraising events shall be submitted to the chapter Treasurer within two days after conclusion of the event.

2. All expense receipts in connection with the event should be submitted at the same time.

### *Section 2. Expenditure of Funds*

#### A. Cash Advance Vouchers:

The chapter Treasurer and at least two advisors will be the signatories on the Phi Theta Kappa multi-campus agency account at Pima Community College.

1. The Alpha Beta Chi chapter will follow Pima Community College's current accounting procedures for the disbursement of chapter funds.

2. Supporting receipts for reimbursement of any approved expenditure shall be submitted to the chapter Treasurer.

3. The chapter Treasurer is responsible to submit all receipts for processing within one week of the event.

B. Emergency Expenditures: Approval of emergency expenditures for a previously approved activity must first be approved by the Contact (a.k.a. lead) Advisor before going out for a vote. Such a vote may be done by email, with every vote sent to the President and to the Contact Advisor or a designated advisor. The decision will be by majority vote of the Officer Team.

C. Purchases in Excess of \$50.00: All purchases of more than \$50.00 must be approved by vote at a Business Meeting. All purchase requests are to be submitted in the form of motions or written proposals asking not to exceed a specified amount. All motions and proposals will be included in the minutes of the Business Meeting.

D. Purchases less than \$50.00: Purchases less than \$50.00 shall be informally approved by not less than four officers and two advisors.

E. All monies shall be retained in the Phi Theta Kappa multi-campus charge center account at Pima Community College and administered by the officer appointed to handle chapter finances of Alpha Beta Chi under the authority of the Officer Team and advisors.

### *Section 3. Tax Exemption*

Alpha Beta Chi shall be operated exclusively for educational purposes and shall be exempt from taxation under section 501 (a) as described in section 501 (c)(3) of the Internal Revenue Code. No part of its funds shall accrue to the benefit of any private individual except that reasonable compensation shall be paid for services actually rendered. No chapter member or officer may contract with the chapter to be paid for services that would normally be considered to be part of membership, or part of the regular duties of an officer.

### *Section 4. Annual Financial Report*

At the last Business Meeting of his or her term of office the Officer Team: of Finance shall present a statement of the financial condition of the chapter and shall report the financial operations of the preceding year.

### *Section 5. Prudent Reserve*

The outgoing Officer Team shall leave a prudent reserve of not less than \$3500 in the Phi Theta Kappa multi-campus charge center account to support the beginning activities of the next Officer Team.

#### **CHAPTER 10. Amendments and Revision**

These bylaws may be amended in the following manner:

- A. Written copies of any proposed amendment(s) to these bylaws shall be made available to all members of the chapter at least 30 days prior to the designated Business Meeting calling for a vote on the amendments.
- B. Approval shall require a two-thirds vote of the members present at the meeting.
- C. No amendment shall be proposed which is contrary to the Phi Theta Kappa International Constitution and Bylaws or the policies and practices of Pima Community College
- D. Amendments shall not alter the purposes of this chapter to operate exclusively for non-profit educational purposes or in a manner that precludes this chapter from being tax exempt. Donations and fees will be deductible from taxable income to the extent allowed in the United States Internal Revenue Code.
- E. If a chapter votes in favor of a bylaw that the advisor(s) feel(s) is not in the best interest of the chapter, the advisor(s), as agent(s) of the college, may veto the bylaw.
- F. When the proposed amendment(s) is (are) passed, a copy of the amended bylaws shall be submitted to International and Regional Headquarters and to the appropriate office of Student Development at each campus.